

EPA		United States Environmental Protection Agency Washington, DC 20460		Work Assignment Number WA B-03						
Work Assignment				<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number						
Contract Number EP-C-08-010		Contract Period 12/16/08 - 11/31/09		Title of Work Assignment/SF Site Name User Assessment of GEO Portal						
Contractor Scientific Consulting Group, Inc.			Specify Section and Paragraph of Contract SOW							
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From CO Approval to 08/31/09							
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) 22										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
This Action:						690 hours				
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Michael J. Bender 2/20/09 (Signature) (Date)						Branch/Mail Code: 0 RD / 8102 R Phone Number: 202-564-6829 FAX Number: 202-564-2070				
Project Officer Name [Signature] 02/26/09 (Signature) (Date)						Branch/Mail Code: 0 RD / 8102 R Phone Number: 202-564-6829 FAX Number: 202-564-2070				
Other Agency Official Name Verla Sutton-Busby 3/6/09 (Signature) (Date)						Branch/Mail Code: 0 RD Phone Number: 202-504-6808 FAX Number: 202-505-2910				
Contracting Official Name Renita Tyus 3/10/09 (Signature) (Date)						Branch/Mail Code: CP0D Phone Number: 513-487-2094 FAX Number: 513-487-2109				

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: B-03

Title:	User Assessment of GEO Web Portals
Scope of Work Reference:	Task: 2.3
Period of Performance:	Date of Issuance through August 31, 2009
Estimated Level of Effort:	690 Hours
Work Assignment COR:	Michael Bender Office of Science Advisor U.S. EPA (8102-R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6829 Fax: (202) 565-2910
Alternate Work Assignment COR:	Robin R. Clarke Office of Science Advisor U.S. EPA (8102-R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6493 Fax: (202) 565-2910
Project Officer:	Verla Sutton-Busby U.S. EPA (8102R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6808 Fax: (202) 565-2910

1. Background

The Ad Hoc Initial Operating Capability (IOC) group of Group on Earth Observation (GEO) needs to assess whether the current Global Earth Observations System of Systems (GEOSS) Common Infrastructure (GCI) architecture and interface of the three Candidate GEO Web Portals meet the needs of the potential users of the nine Societal Benefit Areas (SBA) of GEO (<http://www.earthobservations.org/>). This assessment will be used by the IOC to guide ongoing development of the portals in a manner that will ensure that GEO addresses the on-line needs of both the expert user and the novice user in the most effective way.

The desired outcomes of the assessment are to:

1. document the feedback about the success of the search using the candidate portals;
2. provide suggestions for better approaches to the search for specific activities;
3. assess the level of success or frustration during the search;
4. discuss the value of information found in relation to the objectives of the search;
5. provide a list of user reactions to the experience; and
6. computerize sessions and tutorials that will be available to the portal providers and GEO Secretariat for use in enhancing the GEO website and portals.

2. Purpose

The purpose of this work assignment is for the contractor to develop a computerized session that will include a set of tutorials that will test the candidate portals from the perspective of both the expert and novice user in the nine SBAs of GEO. It is expected that a tutorial may individually address more than one SBA. Each tutorial will work through the path(s) that a user may follow to find a variety of information types from GEO and/or registered components.

In addition to guiding the user through the paths and provide an exploratory experience, the tutorial will:

1. elicit feedback about the success of the search;
2. provide information for better approaches to the search;
3. determine the level of success or frustration during the search;,,
4. assess the value of information found in relation to the objectives of the search; and
5. provide a list of user reactions to the experience.

The final computerized session is to be implemented during the International Symposium on Remote Sensing of Environment (ISRSE) in Stresa, Italy from May 4 to May 8 2009 (<http://isrse-33.jrc.ec.europa.eu/>). They will also be implemented on-line subsequent to the Symposium for invited users. At the Symposium, various attendees will be invited to use the computerized training session and provide the feedback described above.

Additional information to help the contractor understand the requirements:

Definition of the User

The user may be any person that uses GEO data or information at various levels of sophistication. They may be considered as entities along a ‘value chain’ that stretches from, for example, the raw data collector, data archivist, modeler, scenario builder, program manager, policy analyst, and political decision maker. Users will include the specialist technician, scientist, and politician and lay public. The user may be an ‘expert’ in the sense that they have prior knowledge of how web portals may work and intuitively know how to find the data or be a ‘novice’, such as an individual of the lay public, who may wish to explore information related to an unusual environmental event that he or she has just witnessed.

Appendices/References that may be provided to the contractor

- GEO documentation describing the Societal Benefit areas
- Specific SBA reports from Plenary meetings
- Listings of Components and Services currently on the GCI
- Access to the videos of the Architecture Implementation Pilot phase 1
- Access to videos used by the Secretariat and others at the Cape town Ministerial Meeting Exhibition
- IOC Member contact information and brief description of their roles
- IOC ConOps 2.0 report
- List of registered attendees for the ISRSE

3. Scope of Work

This performance work statement describes EPA requirements regarding services to be rendered by the Contractor. Logistical arrangements for space are being made by members of the IOC Committee. Other logistical matters involving equipment rental, high-speed internet connectivity (preferably not wireless) and staff availability shall be handled under this work assignment. Described below are the major tasks to be performed by the contractor.

4. Tasks

1. The contractor shall consult with select members of the IOC committee on needs and approaches of the computerized session and tutorials. The contractor shall evaluate the material that the IOC provides and present an approach for the computerized session and tutorials to the IOC on weekly teleconferences. It is anticipated that the contractor may participate in up to 3 conference calls during the timeframe of this work assignment.
2. The contractor shall develop the on-line computerized session and tutorials for a selection or all of the nine GEO SBAs and work with selected IOC members to provide a hands-on evaluation. Using the feedback from the IOC committee, the contractor shall finalize the computerized session and tutorials.
3. The contractor shall implement the computerized session and tutorials on at least three computers at the ISRSE meeting on May 4 to May 8 and engage attendees to use it and collect

the feedback.

4. The contractor shall provide verbal reports to select members of the IOC during and at the end of the ISRSE meetings.
5. The contractor shall provide a written presentation report to the IOC by the end of May, 2009.
6. The contractor shall provide the final software and documentation for the computerized session and tutorials to the IOC members and provide a training session on its setup and operation.

5. Deliverables

Work plan due within 15 calendar days of receipt of the work assignment

1. Upon approval of the work assignment the contractor shall consult with select members of the IOC committee on needs and approaches of the computerized session and tutorials.
2. The computerized session and tutorials shall be developed and tested by the end of March 2009, about a month before the Stresa ISRSE meetings in consultation with individuals from the IOC committee.
3. The computerized session and tutorials will be implemented during the ISRSE meetings on at least 3 computers from May 4 to May 8, 2009.
4. An interim verbal assessment will be made for select members of the IOC during and by the end of the ISRSE meetings (May 4 to May 8).
5. A written presentation report will be provided to the IOC by the end of May, 2009.
6. Final software and documentation for the computerized session and tutorials including a training session on its setup and operation are due by the end of May, 2009.

6. TRAVEL

“Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. It is expected that the contractor will be requested to participate in 2 day workshop on May 4 to May 8 2009 in Stresa, Italy.

7. ACCEPTANCE CRITERIA

Final products will be produced by the Contractor upon the EPA WAM's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WAM, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

8. MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor staff are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WAM's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WAM.